

Capital Improvement Program (CIP) Committee
March 31, 2015
Minutes

Committee members present: Chair Robb Jensen, Jack Sorensen, Billy Fried and Margie Sorenson. Absent: Carl Jennrich (excused).

Others present: Supervisor Scott Holewinski and Kerri Ison (recording secretary).

Call to order: Chairman Jensen called the meeting to order at 9:30 a.m. in Committee Room #1, second floor of the Oneida County Courthouse. The meeting was properly posted and mailed in accordance with the Wisconsin Open Meeting Law and the facility is handicap accessible.

Approve agenda: Motion by Sorensen/Fried to approve today's agenda as amended. All ayes; motion carried.

Approve minutes: Motion by Sorensen/Fried to approve the minutes of 9/30/14 as presented. All ayes; motion carried.

The goal for this Committee is to identify, review and prioritize capital projects, make funding recommendations and pass to the Administration Committee for review/action during budget hearings.

Jensen noted the goal for this meeting is to look at what was done last year, what worked well, what can be improved and to provide a timeline to department heads/supervisors.

Program Improvements: Discussion was held regarding the 2015 CIP process. Committee members felt it was a good starting point for future years. Compromise was made on funding for the Sheriff's Department armored vehicle and department heads were urged to find ways to fund future projects/purchases through allocations in yearly budgets. The list of projects/purchases also helped prioritize capital items at budget hearings.

Last year's timeline was very short and focused primarily on 2015 projects so that funds could be included in the 2015 budget. Staff should now begin to concentrate on at least five years into the future.

Holewinski noted the need to fund current and future road maintenance. Discussion was held regarding continuing appropriation accounts, the fund balance and setting priorities. Fried suggested providing updates to County Board members throughout the CIP process.

Program timeline: Sorenson provided a draft timeline for review, noting she would like to have projects forms returned by June 1st. Committee members agreed with the timeline put forth by Sorenson. Project forms due 6/1/15; CIP Committee review 6/8-30/15; recommendations made to Administration Committee 7/1-15/15.

Letter to department heads and supervisors: Sorenson reviewed draft letter and packet of materials to be provided to department heads and supervisors, which included the timeline

for the CIP. The Committee recommended Sorenson move forward with sending the letter and packets out as soon as possible. Sorenson will also discuss with the department heads.

Discussion was held regarding reoccurring capital improvement projects and how they will be looked at more closely for the 2017 budget. Discussion was also held on centralizing purchases (i.e. vehicles purchases--not just consumable supplies).

Public comment: None.

Next agenda: A Doodle survey will be sent at a later date for a meeting to be held during the first two weeks May. Sorenson would like to meet on a weekly basis during the month of June.

Adjournment: Motion by Sorensen/Fried to adjourn at 10:29 a.m.

Respectfully submitted,

Kerri Ison, Recording Secretary

Robb Jensen, Chair

Approved by Subcommittee 6/12/15